Workstation Inspection Checklist

BSBTEC303 Create electronic presentations

Look at your current workstation.

Is it set up safely, or are there things you can improve?

Think carefully and tick YES or NO for the following questions.

Please ☐	Yes	No
Is the lighting satisfactory, i.e., not too bright or dull?	x	☐
Is your monitor positioned so it doesn't reflect glare from windows and other objects?	x	☐
Is there enough space around your furniture to gain access to the workstation and move around it comfortably?	x	☐
Is your computer screen at a comfortable reading distance?	x	☐
Is there enough space to move your mouse effectively?	x	☐
Is your keyboard angled correctly and easy to use?	x	☐
Is the height and angle of your monitor correct?	x	☐
Is the computer monitor clean and is the image stable?	x	☐
Can you do your work without twisting your neck?	x	☐
Is your chair comfortable and able to be adjusted?	x	☐
Can you place your feet on the floor or is there a footrest available?	x	☐
Is your desk large enough to accommodate all your work?	x	☐
Is your desk at the correct height?	x	☐

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